

DOCUMENT RESUME

ED 236 586

CS 207 564

AUTHOR Simon, Jerrold G.
TITLE How To Write a Resume. Power of the Printed Word.
INSTITUTION International Paper Co., New York, NY.
PUB DATE 81
NOTE 4p.
AVAILABLE FROM "Power of the Printed Word," International Paper Co.,
Dept. 10, P.O. Box 954, Madison Square Station, New
York, N.Y. 10010.
PUB TYPE Guides - Non-Classroom Use (055)
EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Employment Interviews; Guidelines; *Job Application;
*Job Search Methods; *Writing (Composition)
IDENTIFIERS PF Project; *Resumes

ABSTRACT

When conducting a job search, first decide what job area to go after, then find out more about it. Next write a resume. Name, address, and telephone number should go at the top. If the job objective is known exactly, list that next. Now comes work experience; begin with the most recent and work backwards. Don't just list what was done, tell how well it was done. Next, list education. Include high school only if there is no college. If there are no diplomas or degrees, tell about special training programs, courses, or activities. List military service. Now comes personal data, a chance to further the image that has been projected in the preceding sections. Keep the writing style simple and brief. Start sentences with action verbs. Make sure that grammar and spelling are correct and that there are no "typos." Have the resume professionally duplicated. When the resume is ready, track down job openings. Send the resume, along with a cover letter, to a specific person in the company. Arrive early for the interview and follow up with a thank-you note. Keep a list of contacts made and their results.
(DC)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

ED236586

HOW TO WRITE A RESUME
POWER OF THE PRINTED WORD

by
Jerrold G. Simon

International Paper Company
1981

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

This document has been reproduced as
received from the person or organization
originating it.

✓ Minor changes have been made to improve
reproduction quality.

• Points of view or opinions stated in this docu-
ment do not necessarily represent official NIE
position or policy.

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY

Lillian Mangs

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

CS207564

How to write a resume

by Jerrold G. Simon, Ed.D.
Harvard Business School



International Paper asked Jerrold G. Simon, Ed.D., psychologist and career development specialist at Harvard Business School, who has counseled over a thousand people in their search for jobs, to tell you how to go after the job you really want.

If you are about to launch a search for a job, the suggestions I offer here can help you whether or not you have a high school or college diploma, whether you are just starting out or changing your job or career in midstream.

"What do I want to do?"

Before you try to find a job opening, you have to answer the hardest question of your working life: "What do I want to do?" Here's a good way.

Sit down with a piece of paper and don't get up till you've listed all the things you're proud to have accomplished. Your list might include being head of a fund-raising campaign, or acting a juicy role in the senior play.

Study the list. You'll see a pattern emerge of the things you do best and like to do best. You might discover that you're happiest working with people, or maybe with numbers, or words, or well, you'll see it.

Once you've decided what job area to go after, read

more about it in the reference section of your library. "Talk shop" with any people you know in that field. Then start to get your resume together.

There are many good books that offer sample resumes and describe widely used formats. The one that is still most popular, the *reverse chronological*, emphasizes where you worked and when, and the jobs and titles you held.

How to organize it

Your name and address go at the top. Also phone number.

What job do you want? That's what a prospective employer looks for first. If you know exactly, list that next under *Job Objective*. Otherwise, save it for your cover letter (I describe that later), when you're writing for a specific job to a specific person. In any case, make sure your resume focuses on the kind of work you can do and want to do.

Now comes *Work Experience*. Here's where you list your qualifications.

Lead with your most important credentials.

If you've had a distinguished work history in an area related to the job you're seeking, lead

off with that. If your education will impress the prospective employer more, start with that.

Begin with your most recent experience first and work backwards. Include your titles or positions held. And list the years.

Figures don't brag

The most qualified people don't always get the job. It goes to the person who presents himself most persuasively in person and on paper.

So don't just list where you were and what you did. This is your chance to tell *how well you did*. Were you the best salesman? Did you cut operating costs? Give numbers, statistics, percentages, increases in sales or profits.

No job experience?

In that case, list your summer jobs, extracurricular school activities, honors, awards. Choose the activities that will enhance your qualifications for the job.

Next list your *Education*—unless you chose to start with that. This should also be in reverse chronological order. List your high school only if you didn't go on to college. Include college degree, postgraduate degrees, dates conferred, major and minor courses you took that help qualify you for the job you want.



"*'Who am I? What do I want to do?' Writing your resume forces you to think about yourself.*"

Also, did you pay your own way? Earn scholarships or fellowships? Those are impressive accomplishments.

No diplomas or degrees?

Then tell about your education: special training programs or courses that can qualify you. Describe outside activities that reveal your talents and abilities. Did you sell the most tickets to the annual charity musical? Did you take your motorcycle engine apart and put it back together so it works? These can help you.

Next, list any *Military Service*. This could lead off your resume if it is your only work experience. Stress skills learned, promotions earned, leadership shown.

Now comes *Personal Data*. This is your chance to let the reader get a glimpse of the personal you, and to further the image you've worked to project in the preceding sections. For example, if you're after a job in computer programming, and you enjoy playing chess, mention it.



"Talk about a hobby if it'll help get the job. Want to be an automotive engineer? Tell how you built your own hot rod."

Chess playing requires the ability to think through a problem.

Include foreign languages spoken, extensive travel, particular interests or professional memberships, if they advance your cause.

Keep your writing style simple. Be brief. Start sentences with

impressive action verbs: "Created," "Designed," "Achieved," "Caused."

No typos, please

Make sure your grammar and spelling are correct. And no typos!

Use 8½" x 11" bond paper—white or off-white for easy reading. Don't cram things together.

Make sure your original is clean and readable. Then have it professionally duplicated. No carbons.

Get it into the right hands

Now that your resume is ready, start to track down job openings. How? Look up business friends, personal friends, neighbors, your minister, your college alumni association, professional services. Keep up with trade publications, and read help-wanted ads.

And start your own "direct mail" campaign. First, find out about the companies you are interested in—their size, location, what they make, their competition, their advertising, their prospects. Get their annual report—and read it.

No "Dear Sir" letters

Send your resume, along with a cover letter, to a specific person in the company, not to "Gentlemen" or "Dear Sir." The person should be the top person in the area where you want to work. Spell his name properly! The cover letter should appeal to your reader's own needs. What's in it for him?

Quickly explain why you are approaching *his* company (their product line, their superior training program) and what you can bring to the party. Back up your claims with facts. Then refer him to your enclosed resume and ask for an interview.

Oh, boy! An interview!

And now you've got an interview! Be sure to call the day before to confirm it. Meantime, *prepare yourself*. Research the company and the job by reading books and business journals in the library.

On the big day, arrive 15 minutes early. Act calm, even though, if you're normal, you're trembling inside at 6.5 on the Richter scale. At every chance, let your interviewer see that your personal skills and qualifications relate to the job at hand. If it's a sales position, for example, go all out to show how articulate and persuasive you are.

Afterwards, follow through with a brief thank-you note. This is a fine opportunity to restate your qualifications and add any important points you didn't get a chance to bring up during the interview.

Keep good records

Keep a list of prospects. List the dates you contacted them, when they replied, what was said.

And remember, someone out there is looking for someone *just like you*. It takes hard work and sometimes luck to find that person. Keep at it and you'll succeed.

Jerold Simon

Today, the printed word is more vital than ever. Now there is more need than ever for all of us to *read* better, *write* better, and *communicate* better.

International Paper offers this series in the hope that, even in a small way, we can help.

Since we started printing it in 1979, we have sent out—at requests from people everywhere, including students, teachers and business people—several million reprints.

If you would like reprints of this advertisement, write: "Power of the Printed Word," International Paper Co., Dept. 10, P.O. Box 954, Madison Square Station, New York, N.Y. 10010. © 1981 INTERNATIONAL PAPER COMPANY



INTERNATIONAL PAPER COMPANY

We believe in the power of the printed word.

Printed in U.S. on International Paper Company's Springhill® Offset, basis 60 lb.